

CYLBURN ARBORETUM & THE HOWARD P. RAWLINGS CONSERVATORY

RENTAL OFFICE: 4915 GREENSPRING AVENUE, BALTIMORE, MD 21209
GARDEN.EVENTS@BALTIMORECITY.GOV
410-396-4860

Rental Application & Agreement

STEPS TO RESERVE FACILITIES

1. Place a 10 day hold on your preferred date, time, and location. Requests are accepted up to 366 days prior to requested date. Contact the Rental Team regarding available.
2. Review Rental Guidelines & Agreement.
3. Complete the Rental Application & Agreement (this document) and submit to garden.events@baltimorecity.gov within 10 days of putting a hold on your preferred date.
4. Create an account in CivicRec if you don't already have one at <https://secure.rec1.com/MD/baltimore-md/catalog>
5. Once the above two items are complete, an invoice will be created and accessible through your CivicRec account.
6. Submit your \$1000 refundable deposit (this is what holds your date). Barring any damage to the property, excessive cleaning requirements or rental overages, the deposit will be returned in full within 60 days following your event.
7. The remaining rental fees are due no later than 60 days prior to your event.

PAYMENTS: Mastercard and Visa accepted. Money Orders and Cashier's Checks should be made payable to 'Director of Finance' and mailed to: Cylburn Arboretum, Rental Office, 4915 Greenspring Avenue, Baltimore, MD 21209. Personal checks are not accepted.

APPLICANT INFORMATION

Name of Applicant or Organization _____

Name of Contact: _____

Email: _____

Phone (Home/Cell): _____

Address: _____

City/State/Zipcode: _____

REQUESTED DATE AND TIME

Requested Date(s) (Ex., Friday, June 10, 2022) _____

Set-up Start Time	Event Start Time	Event End Time	Clean Up End Time

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ESTIMATED NUMBER OF GUESTS: _____

REQUESTED FACILITY

Cylburn Arboretum, 4915 Greenspring Avenue, Baltimore, MD 21209

Please check the facilities you are interested in and note what each will be used for (ex., meeting, ceremony, bridal suite, reception, cocktail hour)

- ☐ Vollmer Center
- ☐ Cylburn Mansion
- ☐ Greenhouse Classroom
- ☐ Gardens

H.P. Rawlings Conservatory, 3100 Swann Drive, Baltimore, MD 21217

Please check the facilities you are interested in and note what each will be used for (ex., meeting, ceremony, bridal suite, reception, cocktail hour)

- ☐ Whole Facility
- ☐ South Pavilion Only
- ☐ Gardens

Will you be using the Venue's complimentary tables and chairs?

(Equipment quantity, size, and venue diagrams available upon request.)

- ☐ Yes
- ☐ No

Will the event be catered?

(If not on the preferred list, Caterer must provide a State or City issued Catering License, Certificate of Liability Insurance, and additional catering fee of \$500 will be applied.)

- ☐ Yes
- ☐ No

Will any part of the gardens be tented?

(Please see Rental Guidelines for a full list of tenting rules.)

- ☐ Yes
- ☐ No

Will you be renting the Venue's Audio Visual equipment?

(Available at the Vollmer Center and Greenhouse Classroom only; \$150 fee applied.)

- ☐ Yes
- ☐ No

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Rental Agreement

Please review the terms below, check each box and sign prior to returning. Agreements are due within 10 days of putting a hold a date and should be emailed to garden.events@baltimorecity.gov

RESERVATIONS

- ☐ **Rental:** All set-up and take-down must occur during your contracted rental period. Events must end by 11PM. The facility must be returned to its original condition and vendors must exit no later than 12AM.
- ☐ **Reservations and Payment:** Date requests will be accepted up to 366 days in advance. Within 10 days of the hold, your application, agreement and \$1000 refundable security deposit must be submitted. Remaining balance is due 60 days prior to the event. Payments can be made by Mastercard, Visa, Money Order, or Cashier's Check made payable to 'Director of Finance'.
- ☐ **Damages & Security Deposit:** \$1000 security deposit is due at the time of application. This deposit is separate from the rental fees and meant to cover any damages or rental overages incurred by the facility. If there are no issues, the deposit will be returned within 60 days following your event.
- ☐ **Postponement/Rebooking Policy:** If the Client is rebooking or postponing a reservation outside of the grace period, a \$500 non-refundable fee is due within 14 days of the request. If the payment is not received within 14 days, the event will be cancelled following the cancellation policy.
- ☐ **Cancellation Policy:**
When cancelling:
91 days or more in advance, fee = 10% of security deposit
61-90 days in advance, fee = 50% of security deposit
31-60 days in advance, fee = 100% of security deposit
30 days or less in advance, fee = 100% of deposit and rental fees

Please note, cancellation and rebooking fees will not be waived due to COVID-19 or local mandates unless the facility is unable to open. Please consider masking policies and guest limitations before you book.
- ☐ As COVID-19 continues to impact our social and physical norms, it is important that you consider how it might impact your event prior to booking. To protect public health, restrictions may be issued that you, your guests, and vendors will be required to abide by. The Venue will help to inform you of current policies however it is your responsibility to inform your vendors and guests. Anyone not following current policies and restrictions will receive warning or be asked to leave. COVID-19 restrictions will not be reason for cancellation or refund.



Rental Agreement

FOOD & BEVERAGES

Catering Policy: Please see our Preferred Caterers List for approved caterers for all of our facilities. If you choose to use a caterer not on our Preferred Caterers List, there is an additional \$500.00 fee. Caterers not on our Preferred Caterers List must provide a current Catering License issued by the State of Maryland or Baltimore City Health Department and Certificate of Liability Insurance at least 60 days prior to your event. Caterers are responsible for service of food and alcohol as well as set-up, break-down, and cleaning of the facility. No self-catering or food trucks will be permitted.

Alcohol Policy: All alcoholic beverages must be poured by a licensed and insured caterer or certified and insured bartender. Ticketed events also require a liquor license (please see page 4 for additional information on ticketed events.)

Not permitted:

- Self and Cabaret Service (ie, open bottle placement on tables);
- Cash Bars;
- Onsite storage of alcohol prior to or following events

The Venue retains the right to order the removal of, or the denial of alcoholic beverages to, any person who appears intoxicated. Failure to comply may result in the immediate closure of the site and expulsion of the renter, caterer, other vendors and guests. Such actions may result in forfeiture of the security deposit paid by the renter and, if deemed applicable, the renter being billed for additional damages.

Waste Policy: All waste must be removed by the end of the rental period. Trash and recycling dumpster are available however, excessive waste must be removed from the premises.

In an effort to reduce waste, clients are encouraged to provide reusable dinnerware, glassware, and flatware during events whenever possible. If not, please consider using compostable or recyclable products. In accordance with City and Statewide bans, the use of Styrofoam is not permitted.

DECORATIONS

Posting/Attaching Decor: Nailing, pinning, taping (even Gaffer's tape), tacking, stapling and gluing are not permitted on any facility walls, ceilings, or floors. Additionally, wrapping or tacking signs, streamers, lights, etc... to trees, sign poles, statues or any other outdoor structure is not permitted. Professional decorators are required when it comes to hanging lights and swag in the ceiling or pipe and drape.

Garden Beds/Lawns: No decor, tents, signs, or structures of any kind are permitted within 15 feet of garden beds or trees. You may post 'H' stake signs, use shepherds hooks, or other signs, arbors, and vases with low impact to the grounds in the lawn and on paved surfaces only.

Candles: Candles are permitted for indoor use however, they must be in enclosed vases at least 3" above the flame.

Rental Agreement

DECORATIONS (CONTINUED)

- **Environmental Hazards:** Due to the environmental impacts and potential for fire, the following items are not permitted:
 - Confetti
 - Glitter
 - Rice
 - Smoke Bombs or Fog Machines
 - Paper Lanterns
 - Sparklers, Fireworks, Poppers, or Tiki Torches
 - Balloons - in accordance with City and Statewide laws, balloons are not permitted in Parks and should not be released in any case.
- **Flowers:** Arrangements and arches may use either fresh, silk or paper flowers both indoors and out. Only fresh flower petals may be used outdoors and silk or paper flower petals indoors when using them in the pathways. All petals and debris must be removed completely from the area(s) used including facilities, pathways, grass, and flowerbeds.
- **REMOVAL:** All decor must be removed during your rental period including any spills (Ex. petals, wax or water from vases) that are the result of guest or vendor use or clean-up efforts.

TENTS & FURNITURE

- **Tents:** Tents are required in any outdoor space where food and beverages will be prepared, served, and/or consumed. They are not required for ceremonies.

Please see additional requirements below:

 - If a preferred tenting company is not used, prior approval from the Rental Team before signing a contract is required. The tenting company will be required to meet with a representative on the Rental Team to confirm plans and a current certificate of liability insurance must be provided to the venue.
 - Tents are permitted to be on the grounds for up to 4 consecutive days.
 - Tenting locations must receive prior approval from the Rental Team.
 - Scheduling the install and tear-down must be done at least 30 days prior to the event with Rental Team approval.
 - Tents and stakes must be placed at least 15 feet away from trees and garden beds.
 - Frame tents are required on the Stone Patio.
 - Tents are not permitted in the formal gardens.
- **Tables & Chairs:** Tables and chairs are provided for all indoor rentals. Tables include 60" rounds, 6' rectangular, and cocktail tables. If you prefer to rent tables and chairs, they may be delivered during your rental period.

Tables and chairs for outdoor use must be rented from an outside vendor. Outdoor chairs are available for rent at the Howard P. Rawlings Conservatory only (see rental rate sheet for details.)

Rental Agreement

VENDOR SERVICES

Hired Vendors: Rental clients hiring outside vendors are responsible for informing them of all facility guidelines and regulations prior to the event. If there are specific questions or deliveries that need to be scheduled, please work with the Rental Team to coordinate ahead of time.

- Vehicles are not permitted on the grass, in garden beds, or on the blue stone walkways/patios.
- With prior approval, a limited number of deliveries may be made on the grassy areas. However, landscape mats must be used and not all garden areas are accessible by vehicle.
- All deliveries must be made during your rental period. Deliveries that arrive early without prior approval will be turned away.
- Any items left after an event will be discarded and a portion of your deposit may be retained.
- All rental equipment, decor, trash and debris must be removed by the end of the rental period.
- Any excessive cleaning required, damage or lateness incurred as a result of guest or vendor behavior may be cause for a portion of your deposit to be retained.

Music/Amplification: Live bands and DJ's are allowed, however, sound levels must comply with the local noise ordinance as stated in City Code, 1976/83, art. 11, §235(b), (c.) (Ord. 99-548.) From 7AM-9PM, levels must stay below 64 dB(A). After 9PM, levels must stay below 59 dB(A).

Multiple 20 amp circuits are available in all of our indoor facilities. One 20 amp circuit is available on the Mansion Porch and one unit in the formal gardens at each property. Tented events require an additional generator that should be secured through the tenting company.

GENERAL

Ticket Sales: All ticketed events (non-profit only; fundraising events, concerts, etc.) must sell their tickets in advance of the event. No tickets may be sold at the door. These events are permitted at the discretion of the venue. Any renter found selling tickets at the door will be asked to leave the facility immediately and will lose their deposit and all fees in their entirety.

Cleaning Supplies: Antibacterial products such as bleach and soaps are not permitted in the Vollmer Center. The facility will provide hand soap, paper towels and toilet paper. However, vendors should plan to bring other supplies as needed.

Rental Agreement

GENERAL CONTINUED...

Photography and Film: A photography permit is required for all photoshoots on the grounds at Cylburn Arboretum and the Howard P. Rawlings Conservatory. As part of your rental, a photography permit is included for the facility being rented as well as outdoor gardens at no additional charge. This permit applies to both photography and videography.

Drones are not permitted in public parks and gardens without prior special approval. If your photographer or videographer plans to use a drone to capture your event, please work with the Rental Team to acquire such approval.

Photography Consent: Baltimore City Recreation and Parks may use photographs and videos of me, taken on the date indicated below, for marketing purposes. This may include, but is not limited to, brochures, website and social media pages. I understand that these images will not be used for other commercial purposes outside of Baltimore City Recreation and Parks and no full names will be used.

Animals: Service animals are permitted. Pets are permitted on the grounds as long as they are on leash. With prior approval from the Rental Team, pets may also be permitted indoors however, they must follow all guidelines below:

- Caretaker (separate from the client) identified prior to arrival to care for the animal, clean-up messes and spills.
- Pet must remain on leash.
- Arrangements must be made ahead of time to return the pet 'home' following the ceremony or photos. Pets may not be left in your vehicle(s) during the event.
- Pets are not permitted in the garden beds.

Other animals such as horse(s) (and carriage), Zoo Ambassadors, or educational animal groups must provide an animal handlers license or permit and certificate of liability insurance at least 60 days prior to the event.

Smoking: Smoking is not permitted indoors in public facilities in the State of Maryland. Smoking is permitted outside in designated areas where there are sand-filled pots or other smoking receptacles. Smoking is not permitted within fifty (50) feet of the facility.

Rental Agreement

By signing below, I confirm that I have received, read, understand, and agree to the guidelines, rules and regulations governing the use of the Cylburn Arboretum and the Howard Peter Rawlings Conservatory and Botanic Gardens (also referred to as the "Venue"), including those highlighted here in this rental agreement. I understand that non-compliance with the rules, regulations, and guidelines of the Venue could result in forfeiture of the security deposit, rental fees, and may warrant additional billing equal to or less than costs incurred by the Venue. Additionally, non-compliance may result in cancellation of this and future event rentals at the Venue.

Furthermore, I understand that, as a renter, I indemnify and hold harmless the Venue, its employees, officers, and directors from any damages, actions, suits, claims or other costs (including reasonable attorney's fees) arising out of or in connection with damages to any property or injury to any person (including death) caused during the use of the Venue. This includes any acts or omissions on my part, my employees, officers, directors, independent contractors or other agents. I will notify the Venue of any damage or injury, regardless of the cause of such damage or injury.

Event Date: _____

Today's Date _____

Name: _____

Name: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Address: _____

Address: _____

Signature: _____

Signature: _____

Please submit the signed agreement by email to garden.events@baltimorecity.gov